

Special Use Permit Requests Planning Commission A Step-By-Step Guide



- INTRODUCTORY MEETING WITH PLANNING STAFF Staff will assist the applicant by explaining the review process, review the zoning requirements for a special use permit, and provide site information, review the application and detailed site plan requirements, waive requirements if applicable. The applicant is encouraged to contact adjoining and nearby property owners and occupants to discuss their project prior to the public hearing. A copy of the mailing information for the 300' notification can be obtained from Staff upon request.
- SUBMISSION OF APPLICATION Applicant will submit application <u>at least 30 days</u> before the next regularly scheduled Planning Commission meeting (first Thursday of the month) to the Zoning Administrator for review. The Zoning Administrator shall review the application and site plan. Staff will forward a copy of the request to the Director of Public Safety, DPW/Utility Director, and City Engineer for review/comments as needed. Fee must be received before any requests are processed.
 - APPLICATION/SITE PLAN IS INCOMPLETE Staff will prepare a notice of findings/corrections that will be sent to the applicant. Due to the review time/noticing requirements applicants are encouraged to submit their requests in advance of the 30 day minimum requirement.
 - APPLICANT SUBMITS REVISIONS Staff reviews for completeness
- APPLICATION/SITE PLAN IS COMPLETE Staff will prepare notice of public hearing (ad in newspaper, posted on City web page, City Facebook page, posted at City Hall, mailing to all owners/occupants within 300' of property). Noticing must be at least 20 days prior to meeting date.
- PUBLIC HEARING Applicant shall present their case to the Commission along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.
- MEETING The Planning Commission will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. The will adopt either a resolution to approve/approve with conditions or deny the request. If the Commission determines that additional information is needed they will postpone their determination until the next regularly scheduled meeting to allow the applicant time to provide the necessary information.
- PERMIT If approved, Staff will formalize the resolution of approval and prepare a special use permit. Applicant will sign special use permit that will be sent to the Register of Deeds Office for recording. A copy of the recorded document will be forwarded to the applicant for their files and a land use permit will be issued.

^{*}Average time depending on Staff availability, complete application and meeting schedules approx. 30-60 days



Planning & Zoning 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

Special Use Permit Application

A Detailed Site Plan is required for all Special Uses
Please Print

Submission of Application

Applications must be submitted 30 days prior to the meeting for review for completeness. Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a fee \$750.00 and any applicant escrow payments as required by Section 2701 and in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application. An application shall be submitted to the Zoning Administrator on a Special Use application form. A Special Use application shall be placed on the agenda of the Planning Commission by the Zoning Administrator within thirty (30) days of the submission of a complete application prepared in accordance with this Zoning Ordinance. An application, which is incomplete or otherwise not in compliance with this Ordinance, shall be returned to the applicant. No application shall be processed until properly prepared and submitted and all required fees and escrow payments paid in full.

antin p	antin property prepared and submitted and an regarded rees and escrow payments paid in run.						
Property Information							
Addre	ess:		Parcel #				
Applicant Information							
Name	Name of Owner or Lessee:						
Addre	Address:						
Phone #:		Cell#:	e-mail:				
Name of Agent (if applicable):							
Addre	ess:						
Phone #:		Cell#:	e-mail:				
Data Required/Project Information							
Land Area:			Zoning Classification:				
Prese	nt/proposed Land Use	:					
		Attach a Detailed Narra	tive for the following				
	A letter or signed narrative describing in detail the proposed special use and detailing why the						
	location selected is appropriate.						
	Applicant's statement of the expected effect of the special use on emergency service						
	requirements, schools, storm water systems, sanitary sewer facilities, automobile and truck						
	circulation patterns, and local traffic volumes.						
	Any additional material information necessary to consider the impact of the project upon adjacent						
	properties and the general public as may be required by this ordinance, by the City Zoning						
	Administrator or the Planning Commission; including, but not limited to, measures which will be						
	undertaken to control soil erosion, shoreline protection, excessive noise, or adverse impacts of						
	•	•	es; elevations on all buildings, including accessory				
		vironmental assessment.					
	Supporting statements, evidence, data, information and exhibits that address the standards						
	and requirements fo	or assessing Special Use p	permit applications as provided in Section 1802 .				

Additional Information

Any additional information deemed necessary for the Planning Commission to determine the impact of the proposed Special Use on the adjacent properties, public infrastructure, and community as a whole. Such information may take the form of, but is not limited to, a traffic impact analysis as required by Section 2203, E, 2, an environmental assessment as required by Section 2203, E, 1, a market study as required by Section 2203, E, 3, or reports and/or testimony by officials representing state, county or local departments of public safety (police and fire), health, highways or roads, and/or environment.

Special Use review procedures. An application for Special Use Approval shall be processed in accordance with **Section 1801.C.**

Issuance of a Special Use permit. Special Use Permits shall be issued in accordance with Section 1801.D.

Appeals. No decision or condition related to a Special Use application shall be appealed to the Zoning Board of Appeals. An appeal of a Special Use decision or condition may be taken to Circuit Court.

Duration of Approval. The Special Use permit shall become effective upon Planning Commission approval and in accordance with Section 1801.F.

Amendments. Amendments to Special Use permits shall be handled in the same manner as the initial Special Use permit application. Minor non-substantive changes to a site plan in accordance with Section 2208 may be made to an existing Special Use permit with the approval of the Zoning Administrator.

Transfers. Transfers shall be handled in accordance with Section 1801.H.

Expiration. A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the occurrence of one or more of the following conditions:

- 1. If replaced or superseded by a subsequent permitted use or Special Use permit.
- 2. If the applicant requests the rescinding of the Special Use permit.
- 3. If a condition of approval included stipulation to expire the Special Use permit by a certain date.
- If the use is abandoned, moved or vacated for a period of one year.

Violations. Violations shall be handled in accordance with Section 1801.J.

horiza [.]	

CERTIFICATION AND AFFIDAVIT:					
The undersigned affirm(s) that he/she/t contractor involved in the application; and if the request is approved, the applicant Zoning Ordinance and certifies that mea timely fashion. The undersigned, by signayments in full as provided in Article 27	d that the information included in the twill comply with all of the requisures proposed to mitigate adversigning the Application, agrees to p	his application is correct. Further, rements of the City of Manistee impacts will be completed in a			
Signature:	Date	:			
Signature:	Date:				
If applicant is Incorporated or a Limited Liabi with application.	lity Corporation a copy of the Articles (of Incorporation are to be submitted			
☐ By checking this box permission is given	for Planning Commission Members to	make a site inspection if desired.			
☐ Yes ☐ No Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits or deferments for this proposed project. If Yes, explain:					
Office Use Only					
Fee: 🗆 \$750.00 🗆 \$	Escrow Payment	Receipt #			
Date Received:	Hearing Date:	PC -			

Applicant:					
Submission Guidelines					
	•	hall include twelve (12) copies of all required information including any documents rendered in color and a digital			
		shall be forwarded to the Planning and Zoning Department. Unless specifically waived by the Zoning Administrator			
		e prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include			
Waived	Included	inimum the following information:			
Initials	iliciaaea	Detailed Site Plan Requirements			
		The site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work			
		in Michigan			
		A scale drawing of the site and proposed development thereon, including the date, name, address and			
		professional seal of the preparer. In no instance shall the scale of the drawing be greater than one-inch			
		equals 20 feet nor less than one-inch equals 200 feet. One copy shall be submitted in a photo-reduced form			
		on 17" x 11" paper.			
		The scale of the drawing and north arrow			
		A vicinity map illustrating the property in relation to the surrounding street system.			
		Topography of the site and its relationship to adjoining land illustrated at 2-foot contours and including an			
		area extending 100 feet from the parcel boundary.			
		Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations,			
		heights and footprint of each.			
		Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening,			
		including location, height, footprint of each.			
		Setback lines and their dimensions.			
		Percentage of land covered by buildings and impervious surfaces and that reserved for open space.			
		Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling			
		type, if applicable.			
		Project phasing, if applicable.			
		Location of public and private rights-of-way and easements contiguous to and within the proposed			
		development which are planned to be continued, created, relocated or abandoned, including grades and			
		types of construction of those upon the site.			
		Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking			
		calculations; vehicular circulation patterns and features, location and size of all parking spaces and the			
		identification of service lanes and parking.			
		Curb-cuts and driveways on adjacent properties.			
	u	Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and			
		subsurface drainage for all impermeable surfaces on the site and all drainage calculations.			
	J	Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television			
		and other utilities, the proposed location of connections to existing utilities and any proposed extensions thereof.			
		Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.			
		Soil erosion and sediment control measures which shall include preventative soil erosion devices or			
		measures, both during and after any site work related to the development.			
		Detail on proposed signage including an illustration of all proposed signs, their surface area, height and			
		nature of illumination, in accordance with Article 21 .			
		A lighting plan in conformance with Section 525.			
		A written and illustrated landscape plan prepared in accord with Section 531 of this Zoning Ordinance.			
		If the parcel is a result of a parcel division undertaken after the adoption of this Ordinance, the site plan shall			
	_	illustrate all structures and buildings, drawn to scale located on the previously undivided property.			
		Any additional material information necessary to consider the impact of the project upon adjacent properties			
	_	and the general public as may be requested by the Zoning Administrator or the Planning Commission.			
		Any required approvals, permits, changes or modifications required by any applicable regulatory agency.			
		Special Groundwater Protection. [If applicable – requirements will be provided]			
	-	The second control of			